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**Contract Database Metadata Elements**

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**AGREEMENT**

**Regarding the Terms and Conditions**

**of Public Employment between**

**NYACK UNION FREE SCHOOL DISTRICT**

**AND**

**NYACK ASSOCIATION OF EDUCATIONAL SECRETARIES**

**July 01, 2005 – JUNE 30, 2010**

**RECEIVED**

JAN 11 2007

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

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This Agreement, made and entered into by and between the Nyack Union Free School District Board of Education, hereinafter called the "Board" and the Nyack Association of Educational Secretaries, hereinafter called the "Association" N.A.E.S. is to cover all secretarial and clerical employees as follows:

#### ARTICLE I – Applicable Law

The Public Employees Fair Employment Act; the other provisions of applicable Civil Service Law and local laws; regulations and policies of Nyack Union Free School District which are not inconsistent with said Act, and Civil Service Law which govern the terms of this Agreement are applicable.

#### ARTICLE II – Recognition

##### Section 1:

The Board, having determined that the Association is supported by a majority of the full and part-time salaried secretaries and clerks, recognizes this unit as the sole and exclusive representative for all the employees from the first day of July, 2005 and until the thirtieth day of June, 2010.

##### Section 2:

The Association of Educational Secretaries affirms that it does not assert the right to strike against the Board, to assist or participate in such a strike or any other work stoppage.

Section 3:

The Association of Educational Secretaries affirms that all employees will work toward a common goal and that is to assist the professional staff in providing the best possible education for the children and youth of the school district and that the welfare of the children is paramount at all times.

ARTICLE III - Procedures for Negotiations

Section 1 - Good Faith Negotiations:

The Board and the Association agree to negotiate in accordance with the procedures set forth herein in a good faith effort to reach agreement.

Section 2 - Negotiating Team:

The Board of designated representative(s) of the Board will meet with representatives designated by the Association for the purpose of discussion and reaching mutually satisfactory agreements. Neither party in any negotiations shall have any control over the selection of the representative(s) of the other party.

Section 3 – Opening Negotiations:

Upon request of either party for a meeting to open negotiations on a successor agreement, a mutually acceptable meeting date shall be set not more than fifteen (15) calendar days following such request. In any given year, such request shall be made by March 1, unless the parties agree upon a different date.

Section 4:

It is contemplated that the terms and conditions of employment provided in this Agreement, July 01, 2005 to June 30, 2010, once ratified, shall remain in effect until altered by mutual agreement in writing between the parties.

ARTICLE IV – Compensation

Section 1 - Salary:

a. SALARY SCHEDULE

School Year

2005-06	3.5% increase on the salary schedule & Collapse Step 1
2006-07	3.5% increase on the salary schedule
2007-08	3.5% increase on the salary schedule & Collapse Step 1
2008-09	4.0% increase on the salary schedule
2009-10	4.0% increase on the salary schedule

b. Salary schedule step increase for full-time 12 month, full time 10 month and 17 hour employees.

c. As of July 1, 2005, longevity status will be based on the years of service with the District, not steps. All employees hired previous to June 30, 2005 will be grandfathered and their longevity status will be based on steps.

Longevity – Longevity in 2005-06 starts at Step 20

Longevity in 2007-08 starts at Step 19

(See attached salary schedules for yearly longevity amounts.)

d. In cases of reclassification of position and passing of appropriate Civil Service examination in said classification, a movement to a new classification will be effected at a salary of not less than the unit member received before the change.

e. An employee working for more than 15 consecutive days as a substitute for another employee on a higher level for a reason other than vacation will be paid at the rate of the higher classification for the period of time in the higher classification.

Section 2 - Part-Time Staff:

Individuals employed less than one-half time are not eligible for special district benefits such as hospitalization. However, such employees are eligible for sick leave, personal leave, and membership in N.A.E.S.

Section 3 – Extra Work and Overtime:

- a. When work periods exceed seven (7) hours on a given day, as authorized by the supervisor, the employee will be paid a straight time rate of the employee's regular hourly or daily rate of pay.
- b. Overtime hours exceeding forty- (40) hours per week will be paid at the rate of time and-one-half of the employee's regular hourly or daily rate of pay.
- c. Double time will be paid for the time worked on Sunday and legal holidays.
- d. Personnel called for special work during the weekend or on holidays will be assured payment for at least two (2) hours of work, which will be taken in salary.

Section 4 - Deductions:

Deductions will be computed at 1/250 of annual salary for twelve (12) month employees and at 1/200 for ten (10) month employees.

ARTICLE V – Probationary Employment and Job Posting:

- a. All permanent employees, (employees hired from an eligible list), are employed initially for a probationary period of twenty-six (26) weeks. If the performance and professional behavior of the probationer is not satisfactory, the employment may be terminated prior to the completion of the twenty-six (26) week period, but not prior to two (2) weeks service, or according to Civil Service regulations.
- b. Every inter-departmental promotion or transfer shall be for a probationary period of twelve (12) weeks. If the performance and professional behavior of the probationer is not satisfactory, his/her employment in such position may be discontinued at the end of such term. In case of such transfer, this position vacated may only be filled on a temporary basis so that the transferee may return to his/her original position.
- c. Any period of authorized or unauthorized absence aggregating up to ten (10) workdays during the probationary term may, at the discretion of the appointing authority, be counted as time served in the probationary term. Any

such period of absence in excess of the aggregate of ten (10) workdays, shall not be counted as time served in the probationary term.

d. The probationer's immediate supervisor shall carefully observe his/her performance and professional behavior and after six (6) weeks and sixteen (16) weeks, report in writing (evaluation form) to the proper appointing authority (Assistant Superintendent PPS/Professional Personnel). A probationer, whose services are to be terminated for unsatisfactory service shall receive written notice at least two (2) weeks prior to such termination, and upon request, shall be granted an interview with the appointing authority (Assistant Superintendent PPS/Professional Personnel or her representative).

e. When an employee who has not completed his/her probationary term is appointed on a temporary or provisional basis to a higher level position, the period of temporary or provisional service rendered by such employee in such higher level position may, at the discretion of the appointing authority, be considered as satisfactory probationary service in his/her lower position and may be counted as such in determining the satisfactory completion of such probationary term.

#### Section 2 – Summer Clerical Postings:

Summer clerical positions will be posted in each building no later than June 10 of each year. All unit members have the right of first refusal to any and all summer clerical positions if, in the opinion of the immediate Supervisor for that position, the bargaining unit member possesses the necessary skills.

#### Section 3 - Vacancies

When a secretarial or clerical vacancy occurs or a new secretarial or clerical position is created, postings shall be made in all buildings of the District within two or three working days.



ARTICLE VI – VacationsSection 1:

Vacation time for all twelve (12) month employees will be calculated as follows during the 1<sup>st</sup> year of employment:

<u>Hire Date</u>	<u>No. of Days July 1 (Following Year)</u>
July 1 – August 31	10 Days
September 1 – October 31	9 Days
November 1 – December 31	8 Days
January 1 – February 28	6 Days
March 1 – April 30	4 Days
May 1 – June 30	2 Days

No vacation days shall be awarded prior to the following July 1 after employment.

After completing a FULL fiscal year of employment (July 1 – June 30) the breakdown is as follows:

<u>Completed Years</u>	<u>Days Earned</u>
2-4	10
5-9	15
10	16
11	17
12	18
13	19
14 and over	20

Section 2:

The regular vacation period is July 1 through August 31. Special circumstances could warrant an adjustment in the vacation period. This would require the approval of the Assistant Superintendent PPS/Professional Personnel upon special request by the employee with authorization of the immediate supervisor or principal. Personnel may take the holiday, mid-winter and spring vacation in place of their regular vacations, at the discretion of the Assistant Superintendent PPS/Professional Personnel.

Section 3:

Vacation days cannot be accumulated from year to year, but in any case must be used by June 30 of each year. Vacation days earned during a school year must be taken during the vacation period immediately following this year, at the discretion of the immediate supervisor.

Section 4:

Twelve month part-time permanent employees on annual salary are entitled to the amount of vacation proportionate to the percent of time employed during the year, paid at their weekly salary rate.

ARTICLE VII - Paid Holidays

Section I:

The following paid holidays are granted to provisional and permanent employees in accordance with the current school calendar:

- a. July Fourth
- Labor Day
- Columbus Day
- Election Day (according to school schedule)
- Veterans' Day
- Thanksgiving Vacation (according to school schedule)
- December 24
- December 25
- December 31
- January 1
- Martin Luther King Jr.'s Birthday (according to school schedule)
- Lincoln's Birthday (If school is not scheduled for Lincoln's Birthday, it should constitute a paid holiday.)
- Washington's Birthday
- Good Friday
- Memorial Day

b. Holiday and Spring Recess Staffing:

Secretarial and clerical employees included in this agreement are required to work one day over holiday recess and one day over the spring recess. These days will constitute a full workday as determined by your current work schedule and will be consistent throughout the district as collaboratively determined between the district and NAES. These dates will be published by September 1<sup>st</sup> of the school year.

c. Mid-Winter Recess Period Staffing

Secretarial and clerical employees included in this agreement will not be required to work during the mid-winter period as long as that recess period is part of the school calendar. When the mid-winter break is part of the school calendar, members will work one additional day over the spring recess.

d. Personnel may be granted the holiday, mid-winter and spring vacations without pay at the discretion of the Assistant Superintendent PPS/Professional Personnel, or may reschedule work days within any of the above holiday periods on a one-day-for-one-day basis to enable the employee to work one entire holiday period and to arrange another without scheduled work. This, too, is at the discretion of the immediate supervisor.

Section 2 - Special School Holidays:

a. On Superintendent Conference Days (at the discretion of the Assistant Superintendent PPS/Professional Personnel), the secretarial and clerical staff shall be allowed to operate individual workshops or work with other school districts within the county on their workshops. Attendance at these workshops is obligatory for the duration of the conference as scheduled, thereby terminating the employee's workday.

b. When school is closed for weather, emergencies or unscheduled school closings, no secretary or clerical workers shall be required to report to work and there shall be no loss of salary for this time. However, a secretary shall report to work when a reasonable request is made and additional salary will be paid on a per diem basis. A reasonable request shall not be refused.

## ARTICLE VIII - Absence Policies

### Section 1:

a. Fifteen (15) days shall be granted to each employee for each year of employment to a maximum of 150 days accumulated (10- month employees) and 200 days accumulated (12- month employees). All employee absences must be reported to the office in which he/she works to the person responsible for receiving such calls. In the event an employee is absent five (5) consecutive workdays or more, he/she shall present a doctor's certificate to the Asst. Superintendent PPS/Professional Personnel prior to the following pay period. The sick leave schedule is attached hereto as Schedule A.

### Section 2:

a. On July 1st of each year, if an employee has unused sick leave, it will be added to that which has already been accumulated.

b. All unit members shall be eligible to participate on a voluntary basis in the sick bank. Unit members must be employed for 2 years before being eligible to draw from the bank.

Days contributed will be deducted from contributing members' sick time.

Days drawn from the sick bank may only be available after all the eligible member's sick leave and vacation time is exhausted.

Eligible members will submit a request in writing to draw from the sick bank to a committee mutually agreed upon by N.A.E.S. and administration stating the reason for request accompanied with a letter from a physician for verification.

- c. All employees shall be entitled to use (if necessary) any accumulated sick leave days to attend to immediate family illnesses or emergencies within the immediate family. Such time shall be deducted from the employee's sick leave days, upon notification from the immediate supervisor.
- d. Immediate family is construed to be parents, (including in-laws), children, sisters, brothers (including in-laws), husband, wife, grandparents, grandchildren or any relative residing in the employee's home.
- e. Long-term leave bank to be used for long-term catastrophic illnesses or accidents.

Section 3:

All employees shall be entitled to five (5) days absence from employment, with pay, for a death in the immediate family not chargeable to sick leave, commencing with the date of death. (See Article VIII, Section 2 d. for definition of immediate family.)

Section 4:

Any employee who retires with fifteen (15) years of service with the district after 1/15/93 is entitled to a reduction in health and dental benefit contributions in an amount equal to a maximum of eighty five (85) unused sick days at the individual's per diem rate (1/240). This amount may be used toward the retiree's benefit contributions for health and dental coverage.

Section 5:

Jury Duty absence is allowed with salary, in the event the Commissioner of Jurors will not excuse the employee.

Section 6 - Personal Days:

Personnel will be granted three (3) personal days per year, not to be used for recreation, shopping or the like. The immediate supervisor or principal, after checking with the office of the Asst. Supt. for Business to be sure that the number of days

allowed has not been exceeded, will approve the request and forward the form to the Asst. Supt. for Business' office. The Personal Day form is attached hereto as Schedule C.

#### ARTICLE IX - Time Schedule

##### Section 1:

The regular working hours are:

- a. September 1 – June 30: 7 hours per day, exclusive of lunch, 35 hours per week, per building schedule.
- b. July 1 - August 31: 6 hours per day, exclusive of lunch, 30 hours per week, per building schedule.
- c. Lunch hour: One (1) hour per day shall be granted for lunch.
- d. Coffee Break: A fifteen (15) minute coffee break shall be allowed each employee daily during the morning hours.

#### ARTICLE X - Performance Review Plan

By June 30 of each school year, every member of the bargaining unit will be evaluated by the immediate supervisor. The evaluation shall be in writing on the performance review form attached hereto as Schedule B.

#### ARTICLE XI - Health and Dental Insurance – Annuities

##### Section 1 - Insurance Plan:

Subject to the limitation contained in Section 3, the Board will pay 100% of the cost of the health insurance plan for each staff member. The Board will also pay 100% of the additional cost of the health insurance plan for the staff member's eligible dependents, with insurance coverage remaining at or above the levels provided heretofore.

Section 2 - Dental Insurance Plan:

Subject to the limitation contained in Section 3, the Board will pay 100% of the cost of a dental insurance plan for each staff member. The Board will also pay 100% of the additional cost of the plan for staff member's eligible dependents.

Section 3:

The Board of Education will provide an excess major medical/optical rider insurance and life insurance program for unit members.

The Board of Education will provide Life Insurance to each unit member in the amount of \$11,000.00 during the term of this agreement.

It is understood and agreed that the Board of Education allocation of premium costs for all employees was established at a ceiling as of June 1983. Increases in premiums beyond that ceiling are to be borne by the insured.

Beginning July 1, 1985 all new employees within the bargaining unit of the Nyack Association of Educational Secretaries will assume ten (10) percent of premiums of all insurance coverage provided to unit employees in the Nyack Union Free School District.

Beginning July 1, 1996 all new employees within the bargaining unit of the NAES will assume twenty (20) percent of premiums for health, excess major medical, dental and life insurance.

Section 4 - Less-than-full-time Employees:

After July 1, 1972, new employees working fewer than 35 hours but 20 hours or more, will be entitled to half of the paid benefits for health and dental policies.

Section 5:

The Board may explore different carriers or self-funding provided that the provisions of the policy are equal or better in all respects to the coverage as of June 30, 1988. The number of participating physicians may not be guaranteed.

Section 6 - Annuities:

The Board agrees to purchase annuities at no cost to the Board for employees in accordance with the provisions of Section 403 (b) of the Internal Revenue Code of 1954, as amended. The Superintendent is authorized to approve, on behalf of the Board, applications from employees for agreements with the school district for reductions in the contract salary, the amount of such reductions to be remitted to any of the following for application to a non-forfeitable annuity account:

1. Cadaret, Grant and Company
2. CitiStreet/Travelers
3. Confidential Planning
4. Employee Benefit Account/Legend Group
5. Faculty Services
6. Fidelity
7. ING National Trust
8. Lincoln Investment Planning
9. Metropolitan Life Insurance Company
10. Northwestern Mutual Ins. Company
11. Pax World, Inc.
12. The Equitable

Dates to enter this program or to change from one program to another will be limited to November 1 & March 1.

Section 7 - Flexible Spending Plan:

The District will establish a Flexible Benefit Plan per Internal Revenue Code Section 125 in order to allow employees to participate in the benefits offered on a "pre-tax" basis. The following benefits to be considered for the plan are:

Premium Redirection Plan

Health Care Reimbursement Account

"Other benefits may be added upon mutual agreement by the Board of Education and Nyack Association of Educational Secretaries".



"The plan will become effective as soon as the plan can be created, however no later than January 1, 1993."

#### ARTICLE XII - Classification Transfers

No secretarial or clerical employee shall be transferred outside his/her present classification.

#### ARTICLE XIII - Association Rights and Responsibilities

##### Section 1 - Annual Meeting of the New York State United Teachers:

The Board of Education shall not cover expenses for the annual meeting. One member of the Nyack Association of Educational Secretaries shall be allowed to attend the annual meeting of the New York State United Teachers. There will be no deduction of salary for attendance at this meeting (not to exceed two days).

##### Section 2 - Orientation:

Upon initial employment or reassignment, a unit member will be given a period equivalent to one day, with pay, for job orientation.

##### Section 3 - Personnel Files:

The material in the personnel files is the property of the Board of Education and, therefore, privileged information. All evaluations made of the employee's performance and professional behaviors which are placed in the files will have been seen and must be either signed or initialed by the staff member prior to being placed in the file. The staff member may submit any written statements in respect to the evaluation, which will also be included in the personnel file.

Complaints or letters of complaint that are going to be filed in the staff member's permanent file will be reviewed in conference with the immediate supervisor. The complaint or letters of complaint must then be initialed by the staff member. Any

additional comments the staff member might wish to make regarding the complaint will also be included in the permanent file. The initialing does not indicate anything but that the staff member is aware of the complaint.

Complimentary letters and notices of award respecting an employee's service will be included in the employee's personnel file.

The staff member, upon request, may review the contents of his/her file with the personnel officer or his/her designee, except for privileged and confidential information.

Section 4 - Copies of Agreement/Job Description:

All unit members will receive a copy of this Agreement and any employee new to the district will be issued a copy of the Agreement as part of the orientation process.

In addition, the particular job description, similar to the P.O. 27 Civil Service form, will be reviewed with each new employee.

Section 5 - Just Cause:

No unit member shall be discriminated against, reprimanded, reduced in rank or privilege without just cause.

Section 6 - Agency Shop Fee Deduction:

All twelve-month employees who work fewer than twenty hours per week and all ten-month employees who work fewer than thirty-five hours per week who wish to join N.A.E.S will pay dues at the rate of fifty percent of full-time employees.

Employee authorization shall be in writing in the following form:

DESIGNATION AND PAYROLL DEDUCTION AUTHORIZATION

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(Print)	Last Name	First	Initial	Building
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TO: BOARD OF EDUCATION OF NYACK PUBLIC SCHOOLS Pursuant to Chapter 392, Laws of 1967, I hereby designate the NYACK ASSOCIATION of EDUCATIONAL SECRETARIES as my representative for the purpose of collective negotiations, and I hereby request and authorize you, according to arrangements agreed upon with such association, to deduct from my salary and transmit to the association indicated below the dues as certified by the respective association. I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefore. This authority shall be continuous while employed in this school system or until withdrawn by written notice.

NYACK ASSOCIATION OF EDUCATIONAL SECRETARIES

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

The Nyack Association of Educational Secretaries shall certify to the Board in writing the current rate of its membership dues. Any change in the rate of its membership dues shall be given to the Board thirty- (30) days prior to the effective date of such change.

The total annual membership dues shall be deducted as follows: in ten equal installments beginning with the first scheduled pay period in October.

No later than two (2) weeks prior to the first scheduled paycheck in October, the Association shall: (a) provide the Board with a list and the original signed dues authorization cards of those employees who have voluntarily authorized the Board to deduct dues for the Association.

Effective July 1, 1983, the Nyack Public Schools shall deduct from the wage or salary of employees in the bargaining unit who are not members of the Nyack Association of Educational Secretaries, the amount equivalent to the dues levied by the Association and shall transmit the sum so deducted to the Association, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York.

The Nyack Association of Educational Secretaries affirms that it had adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York.

The Agency Shop Fee Deduction shall be made following the same procedures as applicable for dues check-off, except as otherwise mandated by law or this Article of the Agreement.

#### ARTICLE XIV - Leaves of Absence

Leaves of absence for a maximum of one (1) year without pay will be granted at the discretion of the Board of Education to:

- a. Employees with permanent status for reasons of personal health
- b. Employees with permanent status for pregnancy leave
- c. Employees for miscellaneous reasons

- d. The employee will return to the original or comparable position prior to the leave of absence within Civil Service Classification.

#### ARTICLE XV - Retirement Notification

- a. An employee must have at least 15 years of service in Nyack Public Schools to qualify for this plan.
- b. Participating employees are entitled to an amount equal to  $5 \times$  his/her number of years of service in the District  $\times 1/240$  of their final year's contract salary or 50% of his/her final year's contract salary, whichever is greater.

Note: the calculation of a participating employee's contract salary under this plan does not include any overtime or hourly stipends.

- c. To participate, a qualified employee must give written notice to the Superintendent of Schools by December 15th stating his/her last year of service. Such written notice must contain a statement that the qualified employee is resigning for the purpose of retirement and the effective date of the resignation.
- d. The District will make payment in equal installments over four years. The first payment will be on July 1<sup>st</sup> following the employee's date of resignation and the remaining payments will become due and payable annually on July 1<sup>st</sup> thereafter. These payments will be made to the retiree, a designee or his/her estate upon his/her death as desired by the retiree.
- e. As an additional incentive, if the qualified employee gives such written notice to the Superintendent of Schools by June 30<sup>th</sup> of the year before his/her last year of service, the qualified employee will be credited with the equivalent of his/her accumulated sick leave, up to a maximum of 90 days, to apply toward the cost of medical and dental insurance after leaving the district. This additional incentive will be increased to a maximum of 95 accumulated sick days if the qualified employee gives such written notice to the Superintendent of Schools by June 30<sup>th</sup> of the second year before his/her last year of service or to a maximum of 100 accumulated sick days if the qualified employee gives such

written notice to the Superintendent of Schools by June 30<sup>th</sup> of the third year before his/her last year of service.

Note: Employees submitting written notice of retirement by September 15, 2005 for retirement during the 2005-06, 2006-07 or 2007-08 school year will be eligible for the maximum of 100 accumulated sick days.

f. The district retains the right to participate in any New York State retirement incentive, when available. If the district chooses to participate, each qualified employee will be able to choose which plan to participate in.

g. An employee may rescind his/her notification resignation retirement if there is a crisis event that creates a significant life change and necessitates him/her continuing to work. He/she can reapply for the notification benefit if he/she is still eligible.

h. The district will provide to each retiring employee by July 1<sup>st</sup> of the year they retire a letter that gives the total amount of the incentive, the dates and amounts of each payment and the total amount of accrual from the applicable sick days. Each year the employee will be notified of the balance of the sick leave fund.

#### ARTICLE XVI - Disputes and Grievances

In order to establish a more harmonious and cooperative relationship between the District and its employees, the policy and purpose of this procedure is to provide for the settlement of differences through an orderly grievance procedure. Employees shall have the right to designate representatives of their own choosing for the purpose of adjustment of their grievances, free from interference, restraint, coercion or reprisal. The provisions of this procedure shall apply to all employees contained in the bargaining unit, and which involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials or equipment, unfair or discriminatory supervisory and disciplinary practice, unjust treatment by fellow workers, unfair or unreasonable work quotas.

Any dispute arising concerning the interpretation or application of the terms of

this Agreement (or the rights claimed to exist there under) shall be processed in accordance with the following procedure:

Section 1 - Step 1

The employee orally and informally shall confer with his immediate supervisor.

Section 2 - Step 2

If the grievance is not resolved to the satisfaction of the employee at the first step, the employee shall request a meeting with the supervisor of this department, and/or principal, provided that this has not been accomplished in the first step. Failure to bring grievance to this section within twenty (20) working days of the occurrence or act forming the basis for the grievance will result in the grievance being waived.

Section 3 - Step 3

If the grievance is not resolved at the second step, the employee shall submit his/her grievance, in writing, to the Unit Representative. If, in the opinion of the unit representative, the grievance is valid, a request in writing shall be made to the Assistant Superintendent PPS/Professional Personnel or his/her designee for a review of the grievance. If his/her decision fails to resolve the grievance, or if no decision is rendered within ten (10) working days, similar request for review shall be made to the Superintendent of Schools or his/her designee.

Section 4 - Step 4

If the decision of the Superintendent of Schools or his/her designee fails to resolve the grievance, or if no decision is rendered within ten (10) working days, petition shall be made to the Board of Education for a review and determination.

Section 5 – Step 5

In the event that such dispute is not then disposed of, it shall be referred by either party to arbitration before an impartial arbitrator, to be mutually agreed upon by the parties. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) days after the referral of such a matter to arbitration, than an

appointment shall be made through the American Arbitration Association.

It is understood that the cost of arbitration and the payment of the arbitrators shall be borne equally by the parties; the Nyack Union Free School District will not be responsible for salary payments to employees and/or witnesses in attendance at arbitration hearings.

#### ARTICLE XVII -Excessing Procedures

- a. A forty- (40) day notice will be given any employee involved in a potential excessing. Further, a recall list will be developed and maintained on any excessed secretarial and clerical staff and a first opportunity will be afforded these staff for re-employment providing that this process is in agreement with Civil Service regulations and classification requirements.
- b. Medical and dental benefits enjoyed by the excessed staff member will continue for six months unless the excessed staff member has found other employment.
- c. Excessed secretarial staff will have preferences in substitute service.

#### ARTICLE XVIII - Alteration of Agreement

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or covenants contained herein shall be made by any employee or group of employees with the Board and in no case shall it be binding upon the parties hereto unless such agreement is made and executed in writing between the parties hereto.

#### ARTICLE XIX - Termination

This Agreement shall become effective on July 1, 2005 and shall remain in full force and effect until June 30, 2010.

#### ARTICLE XX - Administrative Authority

The parties agree that in the administration of any section or sections of this Agreement the Superintendent of Schools will have the final authority.



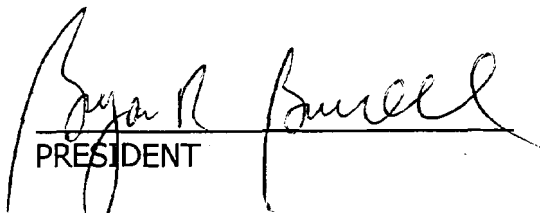
ARTICLE XXI - Completeness of Agreement

This Agreement constitutes the entire collective bargaining agreement between the parties and includes and settles for the term of the Agreement all matters which were, or might have been, raised in all such prior collective bargaining negotiations leading to the consummation of this Agreement.


In Witness Whereof, the parties hereto have caused their names to be signed by their respective and duly authorized officers on this 20th day of October, 2005.

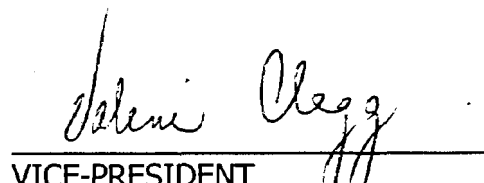
**BOARD OF EDUCATION,  
NYACK UNION FREE SCHOOL DISTRICT**

**NYACK ASSOCIATION OF  
EDUCATIONAL SECRETARIES**

  
PRESIDENT

  
PRESIDENT

  
SUPERINTENDENT OF SCHOOLS

  
VICE-PRESIDENT

  
CHIEF NEGOTIATOR

**SCHEDULE A****Sick Leave Schedule****Full Year Worked**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

**Sick Leave Earned**

15 days  
30 days  
45 days  
60 days  
75 days  
90 days  
105 days  
120 days  
135 days  
150 days

(Maximum for Ten-Month Employees)

---

(Full-time, Twelve Month Employees)

11  
12  
13  
14

165 days  
180 days  
195 days  
200 days

(Maximum for Twelve-Month Employees)

All New Unit Members shall be entitled to the following sick leave days during their first year of employment:

**Employment Starting Date****#of Sick Leave Days**

JULY  
AUGUST  
SEPTEMBER  
OCTOBER  
NOVEMBER  
DECEMBER  
JANUARY  
FEBRUARY  
MARCH  
APRIL  
MAY  
JUNE

15  
11  
10  
9  
8  
7  
6  
5  
4  
3  
2  
1

**SCHEDULE B**

NYACK PUBLIC SCHOOLS  
Nyack, New York

**NON-INSTRUCTIONAL EVALUATION REPORT**

Name \_\_\_\_\_ Building \_\_\_\_\_

Position \_\_\_\_\_ Period: From \_\_\_\_\_  
To \_\_\_\_\_

Length of Service in Present Position: \_\_\_\_\_

Attendance Record for Past Year: \_\_\_\_\_  
Number of Days Absent

**OVERALL PERFORMANCE RATING:**

\_\_\_\_\_ Above Satisfactory  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs Improvement  
\_\_\_\_\_ Unsatisfactory

If *Needs Improvement* is checked-off, please describe the area(s) of performance that need improvement.

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Describe employee's performance regarding the following:

POSITION RESPONSIBILITIES:

COMMENDATIONS:

SUGGESTIONS AND RECOMMENDATIONS:

EMPLOYEE COMMENTS: (TO BE MADE NO MORE THAN FIVE (5) DAYS AFTER REVIEW)

Follow-up Conference Requested by employee: Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_ Evaluator's Signature \_\_\_\_\_

**SCHEDULE C**

**NAES**

**NYACK PUBLIC SCHOOLS**

**NYACK, NY**

**NYACK ASSOCIATION OF EDUCATIONAL SECRETARIES**

**PERSONAL DAY FORM**

Unit employees shall be granted three (3) personal days, which are not cumulative.

**Personal Days are granted exclusively for the purpose of attending to personal business.**

***Examples of reasons are as follows:***

***House closing, Civil Service Conference, Adoption proceedings, Death of a relative or friend, Religious observance, Probate of will, Income Tax Hearing, Retirement Conference, Court appearance for personal reasons, Birth of a child (to include husband, wife, children and grandparents), Graduation of employee or member of employee's immediate family, Marriage of employee or member of employee's immediate family.***

**PERSONAL DAYS SHOULD NOT BE USED FOR RECREATION, SHOPPING OR THE LIKE.**

**EMPLOYEE NAME:** \_\_\_\_\_ **SS NO.** \_\_\_\_\_

**DATE OF ABSENCE:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_

Please submit to Principal's or Supervisor's Office.

\_\_\_\_\_  
**Principal's or Supervisor's Signature**

Principal or Supervisor will forward to the office of the Assistant Superintendent for Business.

Any day requested which falls immediately before or after a holiday or vacation may only be approved by the Superintendent of Schools. An explanation must accompany the request. Additional days may be granted at the discretion of the Superintendent of Schools. However, the staff member must make the request for additional days in writing.

Revised 7/05

Nyack Association of Educational Secretaries  
Salary Schedule for 2005-2006  
3.5% Increase

(12 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	29,079	30,551	32,765
2	29,818	31,724	34,248
3	30,561	32,899	35,729
4	31,300	34,071	37,213
5	32,044	35,245	38,693
6	32,783	36,417	40,176
7	33,524	37,592	41,658
8	34,265	38,766	43,140
9	35,008	39,939	44,621
10	35,746	41,114	46,104
11	36,489	42,285	47,586
12	37,231	43,459	49,069
13	37,972	44,633	50,552
14	38,712	45,805	52,033
15	39,453	46,979	53,516
16	40,195	48,153	54,998
17	40,935	49,326	56,480
18	41,676	50,501	57,962
19	42,419	51,672	59,445
Longevity:			
	20	840	
	21	1,680	
	22	1,930	
	23	2,100	
	24	2,520	
	25 and up	3,360	

Nyack Association of Educational Secretaries  
Salary Schedule for 2006-2007  
3.5% Increase

(12 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	30,097	31,620	33,912
2	30,862	32,835	35,447
3	31,630	34,051	36,979
4	32,396	35,263	38,515
5	33,165	36,478	40,048
6	33,930	37,692	41,582
7	34,698	38,908	43,116
8	35,464	40,123	44,650
9	36,233	41,337	46,183
10	36,997	42,553	47,718
11	37,766	43,765	49,252
12	38,534	44,980	50,786
13	39,301	46,195	52,321
14	40,067	47,408	53,854
15	40,834	48,624	55,389
16	41,602	49,839	56,923
17	42,368	51,052	58,456
18	43,135	52,268	59,991
19	43,904	53,481	61,526
Longevity:	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2007-2008  
3.5% Increase

(12 Month Full Time Members) .

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	31,942	33,984	36,688
2	32,737	35,242	38,274
3	33,529	36,498	39,863
4	34,326	37,755	41,449
5	35,118	39,011	43,038
6	35,912	40,270	44,625
7	36,705	41,527	46,212
8	37,502	42,783	47,800
9	38,292	44,042	49,388
10	39,088	45,297	50,975
11	39,883	46,554	52,564
12	40,676	47,812	54,152
13	41,469	49,067	55,739
14	42,263	50,325	57,328
15	43,058	51,583	58,915
16	43,851	52,839	60,502
17	44,645	54,098	62,091
18	45,440	55,353	63,679
Longevity:	19	420	
	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	



Nyack Association of Educational Secretaries  
Salary Schedule for 2008-2009  
4% Increase

(12 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	33,220	35,343	38,155
2	34,047	36,652	39,805
3	34,871	37,957	41,458
4	35,699	39,265	43,107
5	36,523	40,572	44,759
6	37,349	41,881	46,410
7	38,173	43,188	48,061
8	39,002	44,495	49,712
9	39,824	45,804	51,364
10	40,651	47,109	53,014
11	41,478	48,417	54,666
12	42,303	49,724	56,318
13	43,128	51,030	57,969
14	43,954	52,339	59,621
15	44,780	53,646	61,272
16	45,605	54,953	62,922
17	46,431	56,262	64,574
18	47,258	57,567	66,226
Longevity:	19	437	
	20	904	
	21	1,808	
	22	2,077	
	23	2,260	
	24	2,713	
	25 and up	3,617	

Nyack Association of Educational Secretaries  
Salary Schedule for 2009-2010  
4% Increase

(12 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	34,549	36,757	39,681
2	35,409	38,118	41,397
3	36,265	39,476	43,116
4	37,127	40,836	44,832
5	37,983	42,195	46,550
6	38,842	43,556	48,266
7	39,700	44,916	49,983
8	40,562	46,275	51,700
9	41,417	47,636	53,418
10	42,277	48,993	55,135
11	43,138	50,353	56,853
12	43,995	51,713	58,571
13	44,853	53,071	60,288
14	45,712	54,432	62,006
15	46,571	55,792	63,723
16	47,429	57,151	65,439
17	48,288	58,512	67,157
18	49,148	59,870	68,875
Longevity:	19	454	
	20	940	
	21	1,881	
	22	2,161	
	23	2,351	
	24	2,821	
	25 and up	3,761	

Nyack Association of Educational Secretaries  
Salary Schedule for 2005-2006  
3.5% Increase

(10 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	24,223	25,449	27,294
2	24,839	26,426	28,529
3	25,457	27,405	29,762
4	26,073	28,381	30,998
5	26,692	29,359	32,232
6	27,308	30,336	33,467
7	27,926	31,314	34,701
8	28,542	32,292	35,935
9	29,162	33,269	37,170
10	29,777	34,248	38,405
11	30,395	35,224	39,639
12	31,014	36,201	40,874
13	31,630	37,179	42,109
14	32,247	38,155	43,344
15	32,865	39,134	44,579
16	33,482	40,112	45,813
17	34,099	41,088	47,047
18	34,716	42,067	48,283
19	35,335	43,043	49,518
Longevity:	20	840	
	21	1,680	
	22	1,930	
	23	2,100	
	24	2,520	
	25 and up	3,360	

Nyack Association of Educational Secretaries  
Salary Schedule for 2006-2007  
3.5% Increase

(10 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	25,071	26,339	28,249
2	25,708	27,351	29,527
3	26,348	28,364	30,804
4	26,986	29,374	32,083
5	27,627	30,386	33,360
6	28,264	31,397	34,638
7	28,903	32,410	35,916
8	29,541	33,422	37,193
9	30,182	34,433	38,471
10	30,819	35,446	39,749
11	31,459	36,456	41,027
12	32,099	37,468	42,305
13	32,737	38,480	43,583
14	33,376	39,491	44,861
15	34,015	40,504	46,139
16	34,654	41,516	47,417
17	35,292	42,527	48,694
18	35,932	43,540	49,973
19	36,572	44,550	51,251
Longevity:	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2007-2008  
3.5% Increase

(10 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	26,608	28,309	30,561
2	27,270	29,357	31,882
3	27,930	30,402	33,206
4	28,594	31,450	34,527
5	29,253	32,496	35,851
6	29,915	33,545	37,173
7	30,575	34,592	38,495
8	31,239	35,639	39,817
9	31,898	36,687	41,140
10	32,560	37,732	42,462
11	33,223	38,780	43,786
12	33,883	39,827	45,109
13	34,544	40,873	46,431
14	35,205	41,921	47,754
15	35,867	42,969	49,076
16	36,528	44,015	50,398
17	37,189	45,063	51,722
18	37,852	46,109	53,045
Longevity:			
	19	420	
	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2008-2009  
4% Increase

(10 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	27,672	29,441	31,783
2	28,361	30,531	33,157
3	29,047	31,619	34,534
4	29,737	32,708	35,908
5	30,423	33,796	37,285
6	31,111	34,887	38,660
7	31,798	35,976	40,035
8	32,488	37,064	41,410
9	33,173	38,154	42,786
10	33,862	39,242	44,161
11	34,551	40,331	45,537
12	35,239	41,420	46,913
13	35,926	42,508	48,288
14	36,614	43,598	49,664
15	37,302	44,687	51,039
16	37,989	45,776	52,414
17	38,677	46,866	53,790
18	39,366	47,953	55,167
Longevity:	19	437	
	20	904	
	21	1,808	
	22	2,077	
	23	2,260	
	24	2,713	
	25 and up	3,617	

Nyack Association of Educational Secretaries  
Salary Schedule for 2009-2010  
4% Increase

(10 Month Full Time Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	28,779	30,619	33,055
2	29,496	31,753	34,484
3	30,209	32,883	35,916
4	30,927	34,016	37,345
5	31,640	35,148	38,776
6	32,356	36,282	40,206
7	33,070	37,415	41,636
8	33,788	38,547	43,066
9	34,500	39,681	44,497
10	35,217	40,811	45,927
11	35,934	41,944	47,358
12	36,648	43,077	48,790
13	37,363	44,208	50,220
14	38,078	45,342	51,651
15	38,794	46,475	53,081
16	39,508	47,607	54,511
17	40,224	48,741	55,942
18	40,940	49,871	57,373
Longevity:	19	454	
	20	940	
	21	1,881	
	22	2,161	
	23	2,351	
	24	2,821	
	25 and up	3,761	

Nyack Association of Educational Secretaries  
Salary Schedule for 2005-2006  
3.5% Increase

(12 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	14,132	14,848	15,924
2	14,492	15,418	16,645
3	14,853	15,989	17,364
4	15,212	16,558	18,085
5	15,573	17,129	18,805
6	15,932	17,699	19,526
7	16,293	18,270	20,246
8	16,653	18,840	20,966
9	17,014	19,410	21,686
10	17,373	19,981	22,407
11	17,734	20,551	23,127
12	18,094	21,121	23,847
13	18,454	21,692	24,568
14	18,814	22,261	25,288
15	19,174	22,832	26,009
16	19,535	23,402	26,729
17	19,894	23,972	27,449
18	20,255	24,543	28,170
19	20,616	25,113	28,890
Longevity:	20	840	
	21	1,680	
	22	1,930	
	23	2,100	
	24	2,520	
	25 and up	3,360	



Nyack Association of Educational Secretaries  
Salary Schedule for 2006-2007  
3.5% Increase

(12 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	14,627	15,367	16,481
2	14,999	15,958	17,227
3	15,372	16,549	17,972
4	15,744	17,138	18,718
5	16,118	17,728	19,463
6	16,490	18,318	20,209
7	16,863	18,909	20,954
8	17,235	19,500	21,700
9	17,609	20,090	22,445
10	17,981	20,681	23,191
11	18,354	21,270	23,936
12	18,728	21,860	24,682
13	19,100	22,451	25,428
14	19,472	23,040	26,173
15	19,845	23,631	26,919
16	20,218	24,222	27,664
17	20,591	24,811	28,410
18	20,964	25,402	29,156
19	21,337	25,992	29,902
Longevity:	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2007-2008  
3.5% Increase

(12 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	15,524	16,516	17,830
2	15,910	17,128	18,601
3	16,295	17,738	19,374
4	16,682	18,349	20,144
5	17,067	18,959	20,916
6	17,453	19,571	21,688
7	17,839	20,182	22,459
8	18,226	20,793	23,231
9	18,610	21,404	24,003
10	18,997	22,014	24,774
11	19,383	22,625	25,546
12	19,769	23,237	26,318
13	20,154	23,847	27,089
14	20,540	24,458	27,861
15	20,926	25,069	28,633
16	21,311	25,680	29,404
17	21,697	26,291	30,176
18	22,084	26,901	30,948
Longevity:	19	420	
	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2008-2009  
4% Increase

(12 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	16,145	17,177	18,543
2	16,547	17,813	19,345
3	16,947	18,447	20,148
4	17,350	19,083	20,950
5	17,750	19,718	21,753
6	18,151	20,354	22,555
7	18,552	20,989	23,358
8	18,955	21,624	24,160
9	19,354	22,261	24,963
10	19,756	22,895	25,765
11	20,158	23,530	26,568
12	20,559	24,166	27,371
13	20,960	24,800	28,173
14	21,362	25,437	28,976
15	21,763	26,072	29,778
16	22,164	26,707	30,580
17	22,565	27,343	31,383
18	22,967	27,978	32,186
Longevity:	19	437	
	20	904	
	21	1,808	
	22	2,077	
	23	2,260	
	24	2,713	
	25 and up	3,617	

Nyack Association of Educational Secretaries  
Salary Schedule for 2009-2010  
4% Increase

(12 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	16,791	17,864	19,285
2	17,209	18,525	20,119
3	17,625	19,185	20,954
4	18,044	19,846	21,788
5	18,460	20,507	22,623
6	18,877	21,168	23,458
7	19,294	21,829	24,292
8	19,713	22,489	25,126
9	20,129	23,151	25,961
10	20,547	23,811	26,796
11	20,965	24,472	27,630
12	21,382	25,133	28,465
13	21,799	25,792	29,300
14	22,216	26,454	30,135
15	22,634	27,115	30,969
16	23,050	27,775	31,804
17	23,468	28,437	32,638
18	23,886	29,097	33,473
Longevity:	19	454	
	20	940	
	21	1,881	
	22	2,161	
	23	2,351	
	24	2,821	
	25 and up	3,761	

Nyack Association of Educational Secretaries  
Salary Schedule for 2005-2006  
3.5% Increase

(10 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	11,777	12,373	13,270
2	12,076	12,848	13,871
3	12,377	13,324	14,470
4	12,677	13,799	15,071
5	12,978	14,274	15,671
6	13,277	14,749	16,271
7	13,577	15,225	16,871
8	13,877	15,700	17,472
9	14,178	16,175	18,072
10	14,477	16,651	18,672
11	14,778	17,126	19,272
12	15,079	17,601	19,873
13	15,379	18,076	20,473
14	15,678	18,551	21,073
15	15,979	19,027	21,674
16	16,279	19,502	22,274
17	16,579	19,977	22,874
18	16,879	20,453	23,475
19	17,180	20,927	24,075
Longevity:	20	840	
	21	1,680	
	22	1,930	
	23	2,100	
	24	2,520	
	25 and up	3,360	

Nyack Association of Educational Secretaries  
Salary Schedule for 2006-2007  
3.5% Increase

(10 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	12,189	12,806	13,734
2	12,499	13,298	14,356
3	12,810	13,791	14,977
4	13,120	14,282	15,599
5	13,432	14,774	16,219
6	13,742	15,265	16,841
7	14,053	15,758	17,462
8	14,363	16,250	18,083
9	14,675	16,741	18,704
10	14,984	17,234	19,326
11	15,295	17,725	19,947
12	15,606	18,217	20,568
13	15,917	18,709	21,190
14	16,227	19,200	21,811
15	16,538	19,693	22,433
16	16,849	20,185	23,054
17	17,159	20,676	23,675
18	17,470	21,169	24,296
19	17,781	21,660	24,918
Longevity:	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2007-2008  
3.5% Increase

(10 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	12,937	13,763	14,858
2	13,259	14,273	15,501
3	13,579	14,782	16,145
4	13,902	15,291	16,787
5	14,223	15,800	17,430
6	14,544	16,309	18,073
7	14,866	16,818	18,716
8	15,188	17,327	19,359
9	15,508	17,837	20,002
10	15,831	18,345	20,645
11	16,153	18,855	21,288
12	16,474	19,364	21,932
13	16,795	19,872	22,574
14	17,117	20,382	23,218
15	17,438	20,891	23,861
16	17,759	21,400	24,503
17	18,081	21,910	25,147
18	18,403	22,418	25,790
Longevity:	19	420	
	20	869	
	21	1,739	
	22	1,998	
	23	2,174	
	24	2,608	
	25 and up	3,478	

Nyack Association of Educational Secretaries  
Salary Schedule for 2008-2009  
4% Increase

(10 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	13,454	14,314	15,453
2	13,789	14,844	16,121
3	14,123	15,373	16,790
4	14,458	15,902	17,458
5	14,792	16,432	18,128
6	15,126	16,962	18,796
7	15,460	17,491	19,465
8	15,796	18,020	20,133
9	16,129	18,550	20,802
10	16,464	19,079	21,471
11	16,799	19,609	22,140
12	17,133	20,138	22,809
13	17,467	20,667	23,477
14	17,801	21,197	24,146
15	18,136	21,727	24,815
16	18,470	22,256	25,484
17	18,804	22,786	26,153
18	19,139	23,315	26,822
Longevity:	19	437	
	20	904	
	21	1,808	
	22	2,077	
	23	2,260	
	24	2,713	
	25 and up	3,617	



Nyack Association of Educational Secretaries  
Salary Schedule for 2009-2010  
4% Increase

(10 Month - 17 Hours/Week Members)

	Clerk Clerk Typist Receptionist-Typist	Sr. Clerk/Typist Secretarial Typist Data Entry Opr 1 Library Clerk-Typist	Secretary I Secretary II Comp Opr Md Rnge Sys Principal Clerk Payroll Clk & Data Entry Op
Scale Step	I	II	III & IV
1	13,992	14,887	16,071
2	14,341	15,438	16,766
3	14,688	15,988	17,462
4	15,036	16,538	18,157
5	15,383	17,089	18,853
6	15,731	17,640	19,548
7	16,079	18,191	20,243
8	16,428	18,741	20,939
9	16,774	19,292	21,634
10	17,122	19,842	22,330
11	17,471	20,393	23,025
12	17,818	20,944	23,721
13	18,165	21,494	24,417
14	18,513	22,045	25,112
15	18,861	22,596	25,808
16	19,209	23,146	26,503
17	19,557	23,697	27,199
18	19,905	24,247	27,895
Longevity:	19	454	
	20	940	
	21	1,881	
	22	2,161	
	23	2,351	
	24	2,821	
	25 and up	3,761	